

BEACON State Health Plan

Annual Enrollment

HBRs FAQ

March 15 – April 9, 2010

What is different this year?

The State Health Plan (SHP) has started a Comprehensive Wellness Initiative. The tobacco cessation program will begin for the July 1, 2010 – June 30, 2011 plan year. To view complete details on this initiative, please see the SHP website at <http://www.shpnc.org/comp-wellness.html>.

What does this mean for my employees?

During this annual enrollment, all employees and their dependents will be enrolled in the 70/30 Basic plan. In order for employees to enroll in the 80/20 Standard plan, employees will need to complete their enrollment and declare on an Attestation Form that they and if applicable, their covered dependents:

- do not use tobacco, or
- that they qualify for exemption due to participation in a tobacco cessation program.

What is an Attestation Form?

An Attestation Form is a legally binding document that employees must complete each year to enroll in the 80/20 Standard plan.

How will employees complete their enrollment and attestation form?

All employees who have access to Employee Self Service (ESS) should complete their enrollment changes through ESS. The attestation form is available through the ESS enrollment process. A complete 12 page step-by-step guide is available to assist employees at http://www.osc.nc.gov/BEST/support/Enrolling_in_Benefits_Online.pdf

Employees without ESS access should complete a 2010 SHP Annual Enrollment form and attestation form to enroll in the 80/20 Standard Plan. <http://www.shpnc.org/hbr-enrollment-matls/attestation-annual-enrollment-form.pdf>

Do all employees have to complete the attestation form during this annual enrollment?

No. Employees who want to remain in the 70/30 Basic Plan, either by choice or due to tobacco use status, do not have to complete an attestation form during annual enrollment. Only employees who want to enroll in the 80/20 Standard Plan are required to complete an enrollment and attestation form.

What if an employee refuses to complete their enrollment and attestation form?

Employees who do not complete an enrollment and attestation form in ESS or submit a completed paper enrollment and attestation form will remain in the 70/30 Basic plan, along with any covered dependents.

What should employees complete if they just want to add or remove a dependent?

All employees will start the enrollment in the 70/30 Basic Plan. Employees who want to remain in this plan either by choice or due to tobacco use needs to complete only an enrollment form indicating their dependent changes. Employees wanting to enroll in the 80/20 Standard plan and make dependent changes must complete the enrollment form and attestation form. Employees with ESS access should complete their enrollment online.

What is the last day BEST will accept the enrollment and attestation forms?

BEST will accept enrollment and attestation forms for employees without ESS access. All forms from employees without ESS access must be received by COB April 13th.

How should enrollment and attestation forms be sent to BEST?

Please mail or deliver the forms to BEST:

BEST Shared Service, 1425 Mail Service Center, Raleigh NC 27699-1425.

If faxing forms, fax only one employee's enrollment and attestation form per fax. If multiple forms are received on the same fax, they will be returned to the Agency.

DOC HBRs should send the forms to DOC Payroll:

DOC Payroll, 2020 Yonkers Rd, MSC 4228, Raleigh NC 27699-4288

DOT HBRS should send the forms to DOT Insurance:

DOT Insurance Unit, 1514 MSC, Raleigh NC 27699

Can an employee complete just an attestation form?

No. If enrolling by paper, both an enrollment form and an attestation form must be completed. If only an attestation form is sent, the enrollment will not be change to the 80/20 PPO Standard Plan.

When will all the enrollment forms be entered into BEACON?

BEST will complete all forms received that arrived without any discrepancies no later than April 23rd.

How can I determine the employees who are not enrolled in the SHP?

You can run the BI report B0151- Eligible Employees Not Enroll located in the Reports/Benefits folder. You can select your variables to look similar to the screen below, but for your own agency. This report will display the employees who are eligible for the PPO plan but are not currently enrolled.

B0151: Eligible Employees Not Enrolled

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Organizational Unit	+20000049(0ORGUNIT)	20000049 State Controller
	Plan(s) (Optional)	PPO	PPO - Smart Choice Plans
	Employee(s) PersNo. (Optional)		
*	Calendar Month(s)/Year(s) (Mandatory)	01/2010	JAN 2010

Is there a report I can run to see who made changes during this annual enrollment?

Yes. You can run the BI report B0009 – Benefit Annual Enrollment Statistics in the Reports/Benefits folder. You can select your variables to look similar to the screen below, but for your own agency. This report will display employees who made a change to their PPO Plan during annual enrollment on the dates supplied in the Changed On Date(s) field.

B0009: Benefit Annual Enrollment Statistics

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Organizational Unit	+20000049(0ORGUNIT)	20000049 State Controller
	Plan(s) (Optional)	PPO	PPO - Smart Choice Plans
*	Changed On Date(s) (Mandatory)	>=03/15/2010	>=03/15/2010

Is there a report I can run to determine who is still enrolled in the 70/30 Basic PPO plan?

Yes. You can run the BI report B0011 – Participating Employees in the Reports/Benefits folder. You can select your variables to look similar to the screen below, but for your own agency. This report will display employees who are enrolled in the benefit plan selected on the specific day selected. In this example, this report would display the employees who are enrolled in the PPO 70/30 plan on July 1st, 2010.

B0011: Participating Employees

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Organizational Unit	+20000049(0ORGUNIT)	20000049 State Controller
	Plan(s) (Optional)	PPO	PPO - Smart Choice Plans
	Plan Option(s) (Optional)	SMCB	Smart Choice Basic 70/30
	Employee(s) PersNo. (Optional)		
*	As of Day (Single Value, Mandatory)	07/01/2010	07/01/2010

OK Check

When will the new rates and/or deductions be taken from employees' paychecks?

The new deduction amounts will occur in June.

How can employees verify if their changes have been accepted through the BEACON system?

ESS employees can verify their enrollment was saved in BEACON immediately after they complete their enrollment. In ESS under **My Benefits**, the employee can click on Participation Overview.

Benefits Participation

[Participation Overview](#)

View a list of plans in which you are currently enrolled.

After opening their Participation Overview, the employee needs to change the date to 7/1/2010 and click "Go"

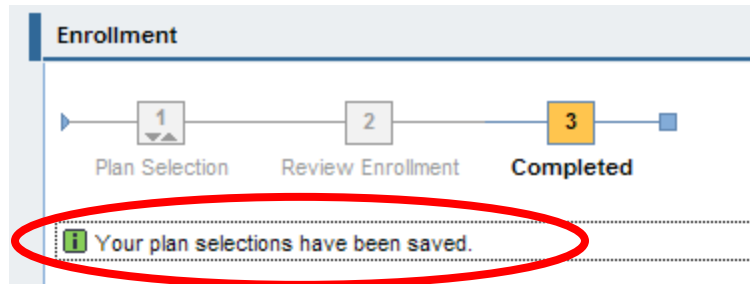
Participation Overview

[Show Benefits General Links](#)

Show Participation Overview as of:

Participation overview as of 7/1/2010

The employee can now select the PPO Plan and click on . If the enrollment is not correct then the employee did not save their enrollment and needs to go back to **My Benefits** and complete the enrollment again. **Instruct the employee to make sure they save the enrollment.** The "Your plan selections have been saved" statement will appear if the employee successfully saved the enrollment record.



How can I ensure the enrollments are correct for non-ESS employees?

HBRs should print a Benefits Confirmation Statement for at least all employees without ESS. HBRs should wait until receiving confirmation from BEST that all enrollment forms have been entered in BEACON (NLT April 23rd) before printing the forms. A Benefits Confirmation Statement printing job aid is available at

[http://help.mybeacon.nc.gov/beaconhelp/Benefits/Benefits%20Job%20Aids/pdf_Print%20Confirmation%20Statement%20Job%20Aid\(AE\).pdf](http://help.mybeacon.nc.gov/beaconhelp/Benefits/Benefits%20Job%20Aids/pdf_Print%20Confirmation%20Statement%20Job%20Aid(AE).pdf)

Can employees select to have their SHP deductions to be paid on a Post-tax basis?

Yes. During the ESS enrollment process, employees can deselect the Pre-Tax Deductions box.

Employees will also need to complete the SHP Flexible Benefit Plan (Section 125) Rejection Form located at http://www.shpnc.org/pdf/FBP_Enroll_2005.pdf and send this form to BEST.

☒ Pre-Tax Deductions